

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Georgia Advisory Council on Vocational Application Date **Application Number** Education 18 Executive Park Drive, N.E. Application Number Date Received **Date Completed** Atlanta, Georgia 30329 SEP 1 8 1981 10CT 26 1981 2. Person to Contact **Working Title Telephone Number** Lyn C. Shade Associate Director 894-2385 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c. 🕅 Amend Application No. 74-145 Check One: 🖾 Change; 🗆 Supercede; 🗆 Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest Georgia Advisory Council on Voc. Ed. Members' Biographical Files 1975 curren 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: collecting and maintaining biographical data on Council members in accordance with federal requirements. Included are: folders for each Council member containing "Membership and Qualifications Sheet," on which is recorded membership category (Council must consist of at least one representative from 20 specific categories, such as business, industry, education, agriculture, etc.), name and address, present position and title, and statement of qualifications and other related data. Also included may be photographs of members and other documents related to member's appointment to Council. File is arranged: alphabetically by name of Council member. 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____ twenty-five months and older _____? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____ _____; Shelves ______; Other (specify) _____

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	10. 43.41		
YES NO 10. Questionnaire	(Place an "X" in the proper of	column)	
X a. Is this the office If not, where is	cial copy of the series?		
		on requiring security handling? If yes, cite law or regulat	ion.
χ c. Is this a vital re			,
	have historical or long term res		
		t necessary to keep the entire file for a long period, could no longer file travel expense forms, et	
.	er er	published? If yes, attach copy, news releases, e	etc
g. Is the informat		analyzed and/or recorded in a summarized report?	
X h. Is there a dupling of the state of the	cation of this series in your officeopy sent to U.S. De	ce, or in another office or agency? epartment of Education	
Xi. Is this series (o	<i>r a major portion of it)</i> regularly	/ microfilmed?	· · · · · · · · · · · · · · · · · · ·
·	d series result in a computer prin		
11. Retention Requirements	i ne following requi	res the series to be kept:	
a. State Law	years.	d. Audit period	years,
b. Statute of limitation	· years.	·	nently years.
c. Federal law		f. Federal retention instructions	years.
			,
	iws or regulations. Explain adm	inistrative need. long as individual serves as Council n	iombon:
		it these records have permanent histori	
arso, state mem	ves has determined the	te chese records have permanent mistori	car varue.
12. Approved Disposition Inst	ructions This agency recomm	nends that the file series be cut off at the end of each:	
	<u> </u>	□ Fiscal Year; □ Other <u>See Below</u>	then,
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	s area month(s)	• • • • • • • • • • • • • • • • • • • •	
	g area; hold year(s		
	ds Center; holdye	ar(s); then	
☐ Destroy. ☐ Transfer to State Archi	ves for permanent retention.		
DY Other (Specify)	vas tot portugueste roteste.		
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		ove folder from active file and place i	
	nactive file at end of rmanent retention.	f each calendar year; then transfer to	State
Archives for pe	manent retention.		
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These instructions apply to	o all prior and future accumulati	ions of the series.	
Agency Head/Designee (Signa	ture) Date	Records Management Officer (Signature)	Date
Agency riedul Designes (Signa	LUI C/	, incords management Officer (Digitatore)	Date
dun Shade	1 19-17-8/	/	
Recommendations in para-		State Records Committee (Signature)	Date
graph 12 are approved.	State Auditor/Designee	4 6	9-29-81
(If disapproved, attach letter	Offe		0 == 02
of explanation.)	Secretary of State/Designee	Canall Hait	9-28-8
	A. Line 1		
AD 50 74. Day 30	Attorney General/Designee	(Reverse Stos)	
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8.